

# EXAMINATION ANNOUNCEMENT

SENIOR LEGAL TYPIST  
DEPARTMENTAL PROMOTIONAL  
SALARY RANGE \$2,707 - \$3,785



CALIFORNIA DEPARTMENT OF

# Insurance

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

## How to Apply

**FINAL FILING DATE: FEBRUARY 8, 2016**

Send [Application \(form STD. 678\)](#) along with a [Qualifications Assessment](#) to:  
California Department of Insurance  
Human Resources Management Division  
300 Capitol Mall, 13<sup>th</sup> Floor  
Sacramento, CA 95814  
Attention: Nitika Nitashni

***DO NOT SUBMIT APPLICATION (STD. 678) OR QUALIFICATIONS ASSESSMENT  
TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)***

Application (form STD. 678) and the Qualifications Assessment will be accepted continuously. Electronic copies of the Application and Qualifications Assessment will not be accepted.

If you have a disability and need special testing arrangements, mark the appropriate box on the application. You will be contacted to make specific arrangements.

## Requirements for Admittance to the Examination

Applicants must have a permanent civil service appointment with the California Department of Insurance as of the final filing date, in order to take this examination. (See General Information, Promotional Examinations only, for exceptions to this requirement.) In addition, certain exempt employees employed by the Legislature or Executive Branch under Government Code Sections 18990 and 18992, and persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991, are permitted to participate in civil service promotional exams.

All applicants must meet the educational and/or experience requirements for this examination by **February 8, 2016**.

## MINIMUM QUALIFICATIONS

### Either Pattern I

**Experience:** One year of experience in typing and clerical work, at least six months of which shall have been in work of a legal nature requiring the preparation of legal correspondence, petitions, briefs, motions, depositions, and various legal notices and forms. Academic education above the 12<sup>th</sup> grade may be substituted for six months of the required general experience on the basis of either one year of general education being equivalent to three months of general experience, or one year of education of a

<b>Requirements for Admittance to the Examination</b>	business or commercial nature being equivalent to six months of general experience. <b><u>Or Pattern II</u></b> Completion of a certificated legal secretarial program at either a regional accredited college or business school approved by the Bureau of Private Postsecondary and Vocation Education and accredited by the Accrediting Council for Independent Colleges and Schools may be substituted for all of the required general and legal experience.
<b>Position Description</b>	Under general supervision, in either a secretarial capacity or in a typing pool, incumbents perform legal typing and difficult clerical work that may involve transcribing dictation from a dictating machine and performing related office work required in preparing and processing a variety of legal documents.  <b><i>Positions are located in Los Angeles, Sacramento, and San Francisco.</i></b>
<b>Examination Information</b>	<b>QUALIFICATIONS ASSESSMENT – WEIGHTED 100%</b> The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the "Minimum Qualifications" will have their Qualifications Assessment rated. In order to obtain a position on the eligible list, candidates must receive a minimum rating of 70% on the examination. <b>SUBMISSION OF THE QUALIFICATIONS ASSESSMENT IS MANDATORY.</b> Candidates who do not submit a completed Qualifications Assessment will be eliminated from this examination.
<b>Examination Scope</b>	In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis will be on measuring competitively, relative to job demands, each competitor's:  <b>Knowledge of:</b> <ol style="list-style-type: none"><li>1. Technical legal terms and various legal forms and documents and their processing.</li><li>2. Modern office methods, supplies, and equipment.</li><li>3. Business English and correspondence.</li></ol> <b>Ability to:</b> <ol style="list-style-type: none"><li>1. Type at a speed of 45 words per minute.</li><li>2. Read and write English at a level required for successful job performance.</li><li>3. Establish and maintain effective working relationships.</li><li>4. Prepare correspondence independently.</li><li>5. Perform difficult legal clerical work including the ability to process a large variety of legal documents, spell correctly, use good English, and make arithmetic computations.</li><li>6. Transcribe accurately difficult dictation involving a variety of legal terms from a dictating machine.</li><li>7. Communicate effectively.</li><li>8. Follow directions.</li><li>9. Analyze situations accurately and take effective action.</li></ol>
<b>Special Personal Characteristics</b>	A demonstrated interest in assuming increasing responsibility.

<b>Additional Desirable Qualifications</b>	Education equivalent to completion of the 12th grade.
<b>Eligible List Information</b>	<p>A departmental promotional eligible list will be established for the California Department of Insurance. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p> <p><b>Career Credits</b> and <b>Veteran's Preference</b> points will not be granted in this examination.</p>

### GENERAL INFORMATION

**The California Department of Insurance** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**For an examination** without a written feature, it is the candidate's responsibility to contact the California Department of Insurance, Human Resources Management Division, (916) 492-3254 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications are available** at the California Department of Insurance offices, the California Department of Human Resources, local offices of the Employment Development Department, and on the internet at [www.jobs.ca.gov](http://www.jobs.ca.gov).

**If you meet the requirements** stated on the reverse, you may take this examination. Your performance in this examination will be rated against predetermined rating criteria. All competitors who pass will be ranked according to their scores. Meeting the entry requirements does not assure success in the examination or placement on the employment list.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, are used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Informational Counter of State Personnel Board offices.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others. Candidates must be in a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment of records and personal history and fingerprinting may be required.

California Relay (Telephone) Service for the Deaf or Hearing impaired:  
From TDD phones: 1-800-735-2929, from voice phones: 1-800-735-2922

California Department of Insurance  
Human Resources Management Division  
300 Capitol Mall, 13<sup>th</sup> Floor  
Sacramento, CA 95814  
(916) 492-3300

Release Date: 01/25/16  
NN/MA

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It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

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